ONLINE ACCESS INSTRUCTIONS

You can access your Saint Louis University email account and Banner Self-Service Information through the mySLU portal. Once you have successfully logged in to mySLU, you will be able to log into your SLU email and pay your SLU LAW deposit. Please carefully follow the steps outlined below to complete the process to log into mySLU.

1. Change your SLU Net Password by going to http://password.slu.edu
2. Enter your SLU Net ID, which you will find on the “Terms of Admission” sheet included with your Acceptance Letter. (Your initial password is the last six digits of your Banner ID preceded by “Id” – be sure that the “I” is capitalized. Here is an example: If your Banner ID is 000123456, your initial password is Id123456.)
3. The form will ask you for your “old password”, this will be the initial password previously discussed.
4. Create your new SLU Net ID password, using the following guidelines:
   - At least 8 characters long.
   - At least 1 lowercase letter, 1 uppercase letter, and 1 number.
   - Cannot contain the following phrases: password, test, welcome, slunetid, FirstName, LastName
   - Cannot contain the @ character.
   - Cannot contain single or double quote characters.
   - Cannot be a previously used password.

5. After you click “submit,” you will be prompted to create your Password Challenge Questions. These will be used in case you forget your SLU Net ID password. By answering the questions at http://password.slu.edu you will be able to reset your password yourself.

Now that you have your SLU Net ID and password, you can log into mySLU and activate your email.

1. Go to http://my slu.slu.edu
2. Enter your SLU Net ID and your SLU Net ID password
3. Click Login
4. Once you are logged in to the mySLU portal, click on “Tools”
5. Click on the Google Apps icon, and you should have access to your email account.
If you would like to pay your deposit through your mySLU account, please take the following steps:

1. Login to your mySLU account
2. Select “Tools” from the navigation bar and then click the Payment Suite icon. The mySLU system is an integrated sign-on system and thus you will not need to enter a username or password when clicking on the Payment Suite through the mySLU portal.
3. Select “eDeposits” from the navigation bar at the top of the page.
4. Select “Fall 2016-2017” and click on Select, then select “JD Law School Deposit Fall 2016”.
5. Enter the amount of the deposit. The maximum payment amount is $600, although you only have to pay $250 by April 1 and the remaining $350 by June 1.
6. Click on “Make a Deposit Payment”
7. Enter payment information (you may pay with a Visa, MasterCard, Discover, American Express, or using your Bank Account). If you pay with a credit card, the average convenience fee is 2.75% and non-refundable.
8. Print a payment confirmation for your records.

If you would like to add an Additional User who can submit tuition payments on your behalf, select “Authorized Users” under the MYAccount tab at the top of the Payment Suite. Once you set up the Authorized User, you will need to provide that person with the following instructions:

1. A password will be sent to the email address provided by the student who registered the authorized user.
2. Visit http://billpay.slu.edu and login using the email address and password provided.
3. The Authorized User may view the student’s ebill, make payments, or enroll in a payment plan.